STEP III: ENROLL AT THE BUILDING

Once you have completed the residency requirement the school secretary will contact the parent, legal guardian or student 18 years or older to begin the enrollment process. The school secretary will be looking for the following documents:

- Birth Certificate
- Up-to-Date Immunizations
- Transfer Card (if coming from a public school in Massachusetts or
- Most recent report card (if coming from a private school or out of state)
- IEP (if applicable)
- Physical within last calendar year

JOHN F. KENNEDY ELEMENTARY SCHOOL

(Pre K - Grade 5)
Mallory Stevens, Principal
245 South Franklin Street
Holbrook, MA 02343
Main Office: (781) 767-4600
Fax: (781) 767-7273
School Hours: 8:30 am – 3:00 pm
Half Day Hours: 8:30 am – 11:45 am

HOLBROOK MIDDLE-HIGH SCHOOL

(Grades 6-12)
Principal: Jennifer Bates
245 S. Franklin Street
Holbrook, MA 02343
Main Office: (781) 767-4616
Guidance: (781) 767-4679
Fax: (781) 767-2697
School Hours: 7:40 am – 2:10 pm
Half Day Hours: 7:40 am – 11:15 am

If you need this document translated, please contact the Central Office at (781) 767-1226.

Si usted necesita este documento traducido, notifica por favor la Oficina Central llamando (781) 767-1226.

Si vous avez besoin de ce document traduit, s'il vous plaît notifier le Bureau Central en appelant (781) 767-1226.

If you are homeless and need assistance with enrollment, contact the Homeless Coordinator for the Holbrook Public Schools:

Robert Compton
(781) 767-1226

Julie S. Hamilton
Superintendent of Schools
245 S. Franklin Street
Holbrook, MA 02343

(781) 767-1226
www.holbrook.k12.ma.us

Holbrook Public Schools

New Student Enrollment Information

Welcome to the Holbrook Public Schools

In order to attend the Holbrook Public Schools, parents, legal guardians or students 18 years or older must first prove they reside in the Town of Holbrook by completing the residency requirement outlined in this document.



Our Mission is to nurture and challenge students to become independent thinkers, lifelong learners, and socially responsible citizens.

STEP I: RESIDENCY

Parents, legal guardians or students 18 years of age or older must complete the residency requirement by completing the Holbrook Public Schools Residency Statement and submitting at least **one** document from **each** of the below three columns as well as provide a copy of the student's birth certificate:

Column A:

- Copy of deed or most recent mortgage statement
- Signed copy of lease agreement (including EBHA and HUD leases)
- Notarized signed legal affidavit from the landlord affirming tenancy indicating the terms of the lease and all authorized tenants
- Signed Section 8 lease agreement
- Signed Purchase and Sale Agreement OR Insurance Binder
- Most recent Town of Holbrook Tax Bill

Column B:

- A utility bill OR utility work order dated within the past 60 days; including:
  - gas bill
  - oil bill
  - electric bill
  - home telephone bill (landline only)
  - cable bill

Column C:

- Valid Driver's License
- Valid Massachusetts Identification Card
- Valid Passport

The person whose name is on the lease or mortgage is the individual whose signature must be notarized on the Holbrook Public Schools Residency Statement.

The same current Holbrook residential street address must be present on all three documents as evidence of residency.

Please contact Bridget Baker at 781-767-1226 x21482 or bbaker@holbrook.k12.ma.us to complete this requirement

This residency requirement may be completed in-person during Central Office hours of operation or via DocuSign. If you complete the forms via DocuSign you will still need to come in to have your signature notarized once the Residency Statement has been completed.

IN-PERSON

The parent/legal guardian whose name is listed on the mortgage or lease is the individual that must complete the residency requirement. Once all documents have been received and the residency statement has been notarized the school(s) will be notified to contact you to begin the enrollment process.

*If you live at an address owned by someone other than the student's parent/legal guardian, both the owner and the parent/legal guardian will need to be present and meet with the Director of Pupil Personnel before you will be able to move forward with the enrollment process.

Central Office
245 So. Franklin Street, Holbrook, MA
(Door #8 in the back of the building)
Monday-Friday: 8:00am-4:00pm
Summer and Vacations: 8:00am-3:00pm

VIA DOCUSIGN

Please send an email to Bridget Baker at bbaker@holbrook.k12.ma.us indicating:

Do you own, rent or live at an address owned by someone else?

If you **own** or **rent**, please provide the first, last name and email address of the parent listed on the mortgage or lease (If more than one parent is listed, please send the information for the parent that will be completing the residency requirement).

If you live at an address owned my someone other than the student's parent/legal guardian, please provide the first, last name and email address of the parent completing the form as well as the first, last name and email address of the owner. In addition, the owner and parent will need to meet with the Director of Pupil Personnel before you can move forward with the enrollment process.

Once the Docusign form has been completed, the parent/legal guardian will need to come into Central Office to have their signature notarized on the residency statement before they can move forward with the enrollment process.

PLEASE NOTE

Any family and/or student suspected of living outside of the Town of Holbrook while attending the Holbrook Public Schools shall be subject to investigation.

Any student found to be in violation of this policy shall be withdrawn immediately from the Holbrook Public Schools.

The Holbrook Public Schools reserves the right to impose additional penalties on families in violation of this policy

STEP II: TRANSFER RECORDS

After the residency requirement has been completed, please contact the school district that your child previously attended and request that all school records be forwarded to Ms. Franchi for grades PK-5 or Ms. Moriarty for grades 6-12.



Grades PK-5
Ms. Kathy Franchi
John F. Kennedy Elementary School
245 So. Franklin Street, Door #1
Holbrook, MA 02343



Grades 6-12
Ms. Marie Moriarty
Holbrook Middle-High School
245 So. Franklin Street, Door #14
Holbrook, MA 02343